

# **DLA Tuition Assistance Program (TAP) Reference**

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**This reference is designed for associates interested in or currently participating in the DLA Tuition Assistance Program (TAP).**

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**Instructions and samples of LMS screens for step by step submission of TAP requests are available in the DLA LMS User and Supervisor Job Aid.**

# Overview

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## Highlights of the DLA TAP

are:

- **Agency-wide DLA TAP policy dated November 14, 2006.**
- **Centrally managed by DLA Human Resources Services, DLA Training.**
- **TAP course requests are managed through the DLA Learning Management System (LMS) automated approval process for all associates who have access to LMS.**
- **Associates who are not authorized access to LMS will submit their request by forwarding a properly completed and signed SF 182.**

# **Overview,** Continued

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- **Copies of this TAP Reference and the DLA TAP FAQ are located on the DLA Human Resources Web site:**

**<http://www.hr.dla.mil/>**

- **Agency-wide DLA TAP policy memorandum is located in the DLA One Book.**

# Tuition Assistance

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**The basic objective of tuition assistance is:**

- **to encourage and assist employees in increasing their knowledge, skills, and abilities in order to better perform the duties of their current position, or**
- **to strengthen their potential contribution to the overall mission of the Agency.**

# Eligibility Requirements

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## **Permanent, full-time civilian employees**

- **who have successfully completed a 1-year probationary/trial period in Federal service (1 year continuous civilian service)**
- **are performing at the fully successful level or better, and**
- **have an approved individual development plan (IDP) that specifies Tuition Assistance.**

**Note: The use of DLA funds for college tuition payment for military personnel assigned to DLA is prohibited.**

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# Criteria for Approved Courses

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- **Schools must be accredited by an agency recognized by the US Department of Education.  
<http://www.ope.ed.gov/accreditation>**
- **Final notification of approval by the TAP manager for the specified course must be received prior to registration and attendance of the requested course.**
- **Courses may be taken during off-duty hours only.**



# Criteria for Approved Courses, Continued

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- **Courses must be:**
  - **undergraduate,**
  - **or graduate level. (If a compelling mission requirement exists, a waiver may be requested for post-graduate/doctoral courses. Waiver format can be requested from TAP Program Manager.)**
- **Courses must be mission-related (i.e., improve individual and organizational performance and assist in achieving the Agency's mission and performance goals).**

**Note: TAP is not for the sole purpose of obtaining a degree or certification. Individual course requests must be related to an employee's official duties.**

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# Expenses Covered by TAP

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- Tuition up to \$4,700 for undergraduate level courses, \$7,000 for graduate level courses per student per fiscal year
- Subject to the availability of funds.
- Payment for tuition will be made by the TAP manager directed to the college/university

**Note: All other costs/fees are the responsibility of the student.**

A sample vendor payment memorandum from the Defense Logistics Agency (DLA) Training Center. The document is dated 01 March 2007 and is addressed to DTC-DTWE. It is a memorandum for vendor payment, subject to authorization of payment. The text states that Jane Doe is approved to attend the following training event: Managing Information Systems (SM5630) at Capital Seminars from 01/02/03 to 1/14/06 for a total cost of \$450.00. It requests that a copy of this memo and the invoice be submitted to the office via mail or fax to DLA Training Center, Attn: Joe Smith.

***Sample vendor payment***

# **Expenses Not Covered By TAP**

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**DLA does not provide payment or reimbursement for the following:**

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- **Technology fees**
  - **Lab fees**
  - **General fees**
  - **Library fees**
  - **Parking fees**
  - **Registration fees**
  - **Administrative fees**
  - **Textbooks**
  - **Supplies**
  - **Transportation costs**
  - **Any other type of fee/cost**
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# Conditions

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- **The continued service agreement of 3 months per undergraduate level course is required to begin the first day following course completion**
- **The continued service agreement of 6 months per graduate level course is required to begin the first day following course completion**
- **Successful completion with a grade of “C” or better is required.**

# Conditions, Continued

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- **Additionally, the student is responsible for**
  - **applying directly to the accredited educational institution of their choice and for registering for their approved tuition assistance course(s)**
  - **complying with the institution's admission and/or registration requirements, and**
  - **remaining in “Good Standing” with the educational institution.**

# Unsuccessful Course Completions

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- **All tuition costs must be reimbursed for failure to successfully complete a course. This includes:**
  - **Withdrawal from a course**
  - **Drop or incomplete with penalty/cost incurred**
  - **Course failure or grades below “C”**
  - **Courses substituted for the approved course, etc.**
- **Additional tuition assistance will not be approved until acceptable repayment arrangements have been made.**

# Vendor Payment

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- **The TAP manager will make all tuition payments to the school directly. No reimbursements will be made to individuals.**
- **Vendor payment authorization will be provided to employee with final approval, to be presented to school for enrollment.**
- **Only courses with notification of final approval by the TAP manager are guaranteed for payment.**

# Other Sources of Financial Aid

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- **Grants, scholarships, GI Bill, veteran benefits, or other aid may be accepted only to the extent that expenses are not covered by payments under the DLA Tuition Assistance policy.**
- **In no circumstances are employees to accept payments that result in dual compensation.**



# Basic Steps for the Request Process

| Step  | Action   | ✓ |
|---|--|---|
| 1   | Gather school and course information.  |   |
| 2   | For associates with LMS access, enter request in LMS to launch the automated approval process (recommend a minimum of 45-60 days prior to course start date). Associates who are <u>not</u> authorized access to LMS will submit their request by forwarding a properly completed and signed SF 182 with supporting documents. |   |
| 3   | Monitor approval process to ensure first and second level supervisor approval completed in a timely manner.  |   |
| 4   | Final approval will be determined by the TAP manager. Notification of Approval/Denial will be e-mailed.  |   |
| 5   | Attend course.   |   |
| 6   | Provide verification of completion (within 30 days of course end date). Send copy of official grade report or transcript to the TAP manager.   |   |
| 7   | In cases of unsuccessful completion, contact the TAP manager immediately for further guidance.   |   |
| <b>Note:</b> It is suggested to start the request process a minimum of <b>45-60 days prior to the course start date</b> . Your request <u>must</u> be initiated in LMS at least 30 days prior to course start date. |  |   |

# **Step 1: Gather School and Course Information**

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**Some of the required information includes:**

- **Course Name**
- **Catalog Number**
- **Course Description and Web site**
- **Tuition Cost**
- **College/University name and address**
- **Address of site you will be attending class**

# Step 2:

## Enter Request in LMS

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- For associates with LMS access submit the request via LMS. A detailed job aid for LMS request submission is contained in the last section of this document.
- For associates not authorized LMS access, submit completed SF 182 through their first and second level supervisors to the TA Program Manager for consideration a minimum of 30 days prior to the class. Specific SF182 guidance is provided at end of last section of this document.
- Recommend the request be submitted a minimum of 45-60 days prior to course start date, to allow sufficient time for first and second level supervisors to approve.

*Note: It is suggested to start this process a minimum of **45-60 days prior to the course start date**. Your request must be initiated in LMS at least 30 days prior to course start date.*

# **Step 3:**

## **Monitor Approval Process**

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**Employee monitors the course request to ensure first- and second-level supervisor approval is completed in a timely manner.**

**The TAP manager should receive tuition assistance requests as far in advance as possible in order to insure the review and processing is completed prior to course start date.**

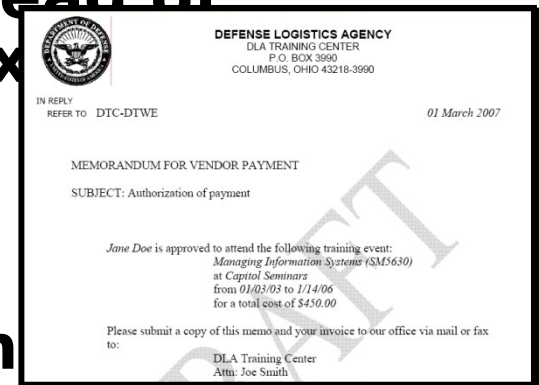
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# Step 4: Final Approval

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**The TAP manager has final approval authority for all TAP requests. Upon their approval or denial, a Notification of Approval/Denial will be emailed. If denied requests are returned to employee from denial level instead of being forwarded to next level.**

**Upon approval, you will receive a notice instructing you to enroll in your requested course. Additionally, you will receive a Memorandum for Vendor Payment for your course that you will present to your school (vendor).**



# **Step 4:**

## **Final Approval,** Continued

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**If you receive a message that your request has been denied, you may contact the individual who denied the request for additional information.**

# **Step 4:**

## **Final Approval,** Continued

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### **Some reasons for denial may include**

- **incomplete information on request**
- **course justification not sufficient or appropriate**
- **course not appropriate**
- **late submission**
- **funding from employee's activity not available**

# **Step 5: Attend Course**

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**You may attend class only during non-duty hours after receipt of final course approval.**

**Any registration, enrollment, or attendance in a course prior to final approval by DLA Human Resources Services, DLA Training will be at the employee's personal expense.**



# **Step 6:**

## **Verification of Completion**

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**Approved through LMS—Within 30 days of course end date, verify course completion in LMS.**

**After submitting your electronic verification, send copy of official grade report or transcript with final grade to the TAP manager.**

# **Step 6: Verification of Completion,**

**Continued**

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**Upon receipt of your grade, your LMS verification will be approved by the TAP manager and the successful completion will be automatically recorded in your LMS training history by the LMS TAP Program.**

**Approved through SF 182—Send copy of official grade report or transcript with final grade to the TAP manager.**

# **Step 7: Unsuccessful Completion of Course**

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**If a course is not successfully completed for any reason, contact the TAP manager immediately for further guidance and requirements.**

# LMS Job Aid for TAP Automated Approval

## Process

All associates with access to LMS must submit their TAP course requests through LMS Automated Approval Process.

Instructions and samples of LMS screens for step by step submission of TAP requests are available in the DLA LMS User and Supervisor Job Aid.

*Note: It is suggested to start this process a minimum of **45-60 days prior to the course start date**. Your request must be initiated in LMS at least 30 days prior to course start date.*

# **Access (TAP Non-Automated Approval Process)**

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**Only for associates routinely not authorized LMS access.**

- **SF 182 approved for DLA employee use is available at Web site  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/sf0182.pdf>**
- **Prepare a SF 182 according to the instructions located on page 6 through 14 of the SF 182 package.**

# **Guidance for Associates without LMS Access (TAP Non-Automated Approval Process), Continued**

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**Forward the following through the first and second level supervisors for review and supervisory approval/disapproval to the DLA TA manager for final review and approval/disapproval. Note: If a request is disapproved at any level it is returned to the submitting employee from the disapproval level instead of being forwarded to next approval level.**

- **Completed SF 182, (Page 1 thru Page 3)**
- **Signed DLA TA Training Agreement (available in DLA TAP policy/One Book)**
- **A copy of the school's catalog course description**
- **Exceptions to SF 182 guidance:**
  - Do not make entries in —**
    - Section A blocks 2 through 5**
    - Section B block 19**
    - Section C blocks 1-b, 2 through 5**
    - Section C block 1-a and 1-c enter only tuition cost.**

# Final Notes

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**Please refer to the DLA Human Resources Web site, Automated Tools tab for the Tuition Assistance Program Reference, Tuition Assistance Program FAQs, and the DLA LMS User and Supervisor Job Aid.**

**Please refer to the DLA One Book for the DLA Tuition Assistance Program policy memorandum.**

*For additional information on the DLA Tuition Assistance Program,*

*please view related links at <http://www.hr.dla.mil/> and send specific LMS questions to [LMS-DTC@dla.mil](mailto:LMS-DTC@dla.mil)*